



May 4, 2016

TO ALL UTILITY COMMISSION MEMBERS:

GERRY WARNER  
BOB MULLEN  
JERRY FREY  
DAN CASEY  
PAT BECKER

This is to inform you that there will be a Utility Commission Meeting on **May 4th at 7:30 a.m.** in the Administrator's office at the Civic Center.

**AGENDA:**

1. Call to order
2. Adoption of agenda
3. Approval of previous commission meeting minutes
4. Approval of bills and disbursements – April 2016
5. Public Comment
6. 2016 Water /Sewer Revenue Bond – Ehlers and Associates
7. Staff Reports
8. Communications and miscellaneous correspondence
9. Adjourn

Mike Darrow  
Utility Manager

A majority of the members of the New Richmond City Council may be present at the above meeting.

Pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 N.W. 2<sup>nd</sup> 408 (1993) such attendance may be considered a meeting of the City Council and must be noticed as such, although the Council will not take action at this meeting.

**April 20, 2016**

The regular meeting of the New Richmond Utility Commission was held on April 20, 2016 at 7:30 a.m. at the Civic Center.

Pat Becker called the meeting to order at 7:30 a.m.

Members Present: Jerry Frey, Bob Mullen, Gerry Warner, Dan Casey, and Pat Becker.

A motion was made by Bob Mullen to approve the agenda, seconded by Gerry Warner, and carried.

A motion was made by Jerry Frey to approve the minutes of the March 2, 2016 meeting, approve bills and disbursements, seconded by Gerry Warner, and carried.

**Public Comment – None**

**Consideration of options for future borrowing for Water & Sewer – combine or separate:**

Historically the Utility Commission has chosen to combine water and sewer debt together when bonding. There are several factors to consider in determining the best path forward. Sean Lentz, representing Ehlers and Associates, discussed the pros and cons of continuing this practice vs. the decision to separate them going forward. Con: The City would have to complete two revenue bond issuances. Doing so entails additional costs and administrative burdens. Pro: It reduces obstacles to issuing future revenue bonds, and reduces the chance of one utility subsidizing the other. After presenting the pros and cons, and reviewing the numbers with the Utility Commission, Sean's recommendation was to leave things the way they currently are – to not separate the water and sewer revenue bonds. A motion was made by Dan Casey to leave the water and sewer revenue bonds combined, seconded by Jerry Frey, and carried.

**Consideration of refunding 2007 Water/Sewer Revenue Bond:**

Sean Lenz, Ehlers and Associates, presented exhibits related to the existing Water and Sewer debt with projections for refunding the 2007 Water and Sewer debt with the new debt. The 2007 Water and Sewer Revenue Bond will be callable on May 1, 2016. After reviewing the exhibits with the Utility Commission, Sean recommended the 2007 Water and Sewer Revenue Bond be refunded, and refinanced with the new debt at a lower interest rate. A motion was made by Bob Mullen to refund the 2007 Water and Sewer Revenue Bond and refinance with the new debt at a lower interest rate, seconded by Jerry Frey, and carried.

**Brady's Brewhouse – Request for Sewer Credit:**

Brady's Brewhouse submitted documentation relating to a high sewer bill. The sewer charges resulted from a broken water pipe, resulting in thousands of gallons of water going down the sewer drain. The documentation submitted by Brady's Brewhouse was reviewed. It was determined the additional water did go down the sewer drain. According to the Water Leak Sewer Adjustment Policy, Brady's Brewhouse would not be eligible for a sewer credit. A motion was made by Dan Casey to enforce the current policy, resulting in Brady's Brewhouse not being eligible for a sewer credit, seconded by Jerry Frey, and carried.

**2016 Street/Utility Projects:**

Bids were opened this week for the 2016 Street/Utility projects. Two bids were submitted, A-1 Excavating, and Haas and Sons. A-1 was the low bid at just under \$4.2 million for all projects. A final review of the bid submitted by A-1 Excavating is still in process. A motion was made by Bob Mullen to approve awarding the bid to A-1 Excavating, contingent on the final review, seconded by Jerry Frey, and carried.

**WWTP Clarifier Coating:**

As part of the 2016-2020 Five Year Capital Budget Plan, \$200,000.00 was set aside in 2016 for Thickener/Clarifier Equipment. Staff has evaluated alternatives for addressing the thickener/clarifier equipment needs, and concluded it will be most cost-effective to recoat, rather than replace, the clarifier equipment while the thickener equipment is not worth recoating at this point due to significant deterioration. With regard to the clarifier equipment (Primary Clarifier #3 and Final Clarifier #3), staff has received

quotations from TMI Coating and Crane Engineering for recoating this equipment. These quotations were presented to the Utility Commission for review. The replacement of the thickener equipment will be bid out as part of a project later in 2016. Based on quotations provided, Staff is recommending contracting with Crane Engineering for recoating and rehabilitating the clarifier equipment at a cost of \$57,513.00. A motion was made by Bob Mullen to contract with Crane Engineering for an amount of \$57,513.00, seconded by Dan Casey, and carried.

#### **Department Reports:**

Mike Darrow, Utility Manager:

Interviewing for the new police chief is currently taking place. The City is taking over the New Richmond Cemetery. This is an unexpected project that is fairly complex, due to real estate transactions relating to the cemetery plots, mapping, etc. Mike extended a thank you to Marty Powers for his dedicated work. Identifying the needs resulting from Marty's resignation, along with the posting of the position will be a priority. Jeremiah Wendt and Noah Wiedenfeld are working on grants relating to the various water and wastewater projects.

Bob Meyer, Water Superintendent:

The water department has been busy doing locates. They are also involved with the school presentations, with two schools remaining. The meter conversions and cross connection inspections continue. Well #5 is back online. Bob Meyer and Pat Howell attended a tech conference in Green Bay the end of March. Water service on N 2<sup>nd</sup> Street and Pierson Avenue will be replaced due to galvanized pipes. Hydrant flushing will begin on May 3, 2016.

Steve Skinner, Lead Wastewater Treatment Plant Operator:

Staff is in the process of doing the spring cleaning of the tanks. The flow meters were calibrated on Monday. During that process a gate valve broke. Hope to have it repaired within two weeks. The Water and Wastewater school presentations have begun, and will be completed the first week in May. A new computer for the SCADA system will be installed within a week. The fire suppression is being upgraded on the generator at the Wastewater Treatment Plant. It was no longer meeting fire code standards. A new zero turn lawnmower was purchased for the WWTP, and has been delivered. The old Simplicity mower was sold.

Tom Rickard, Electric Superintendent:

The ITRON meter conversion was originally a four year project, scheduled to be completed in 2017. Currently the electric department is planning to complete the conversion in 2016. The additional meters necessary to complete the conversion were ordered approximately two months ago. Once those meters are delivered, the conversion will be completed. A number of new services have been put in, with more to be completed. Line locates have also kept staff extremely busy. New lighting was installed on 115<sup>th</sup> Street. The winter moratorium has ended, resulting in the electric department taking over disconnections.

Jeremiah Wendt, Director of Public Works:

Jeremiah reported he received a notice of resignation from Marty Powers, effective May 1, 2016. Marty has accepted a position in Wyoming, MN as the Public Works Superintendant. Marty had a significant role in the upcoming 2016 projects. Staff will be looking at short term options to fill that role, while also evaluating the vacant position Marty's resignation creates.

Weston Arndt, WPPI Energy Services Rep:

#### **School Visits**

Our outreach with the elementary schools in New Richmond for our water, wastewater, and electric departments is underway. Below is a summary of the presentations:

2nd grade: Electrical Safety (PowerTown demonstration) – Completed at Hillside and Paperjack. Scheduled for Starr on May 4 and St Mary's on April 26.

4th grade: Pedal Power (Bicycle with generator powering lights and other electric devices) – Completed at Paperjack and Starr. Scheduled for St Mary's on April 26.

4th or 5th grade: Water and Wastewater presentation (water and wastewater system overview with Vac-truck demonstration) – Completed at Hillside and Paperjack. Scheduled for Starr on May 6, and St Mary's on April 26.

#### **Simple Energy Efficiency**

Focus on Energy is rolling out a new program called Simple Energy Efficiency. Residential customers that haven't utilized the Express Energy Efficiency program in the last three years are eligible. Multifamily buildings of 4 units and up are not eligible. The program offers LED lights, showerhead, and faucet aerators in a mailed energy efficiency kit. We will promote the program in the Home Energy Reports.

#### **Phillips-Medsize**

Phillips-Medsize is wrapping up their central resin drying and processing system. This system will save significant energy, and will receive a Focus on Energy incentive of roughly \$70,000 along with additional funding from WPPI Energy for \$17,000.

#### **WPPI Energy Regional Dinner**

Reminder that WPPI Energy will host seven dinner meetings this spring to discuss timely organizational and electric industry issues with member utility staff, elected officials and utility governing bodies. The event for our area will be held on April 27 at Johnny's Steakhouse in Eau Claire.

#### **Power Monitoring**

An example of temporary power monitoring was shared showing the impact of a hot water leak on the water heater energy consumption.

There being no further business, a motion was made by Jerry Frey to adjourn, seconded by Bob Mullen, and carried. The meeting adjourned at 8:34 a.m.

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Pat Becker, President

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Gerry Warner, Secretary

# New Richmond Utilities

## APRIL 2016 Check Register

Check #	Date	Amount	Vendor Name	Description
001081	4/1/2016	53,456.06	CITY OF NEW RICHMOND	PAYROLL 4/1/16
001082	4/1/2016	21,634.38	BREMER BANK, N.A.	15 ELECTRIC REV BOND
001083	4/7/2016	13,083.10	US BANK CORPORATE PAYMENT SYSTEM	MAR WASTEWATER PCARD BILL
001084	4/11/2016	12,866.78	CITY OF NEW RICHMOND	MONTHLY BILL
001085	4/11/2016	7,525.90	CITY OF NEW RICHMOND	RECYCLING
001086	4/11/2016	22,677.77	CITY OF NEW RICHMOND	STORM WATER
001087	4/11/2016	5,316.12	DAKOTA SUPPLY GROUP INC	STIRRUPS
001088	4/11/2016	300.00	DIGGERS HOTLINE, INC.	SAFETY MTG PARTIAL SPONSOR
001089	4/11/2016	5,915.93	NEW RICHMOND UTILITIES	MARCH CTC COLLECTIONS
001090	4/11/2016	30.75	ROBERT MEYER	REIMB MEALS, PARKING FEES
001091	4/15/2016	55,311.91	CITY OF NEW RICHMOND	PAYROLL 4/15/16
001092	4/18/2016	14,224.00	LOCAL GOVERNMENT INVESTMENT POOL	IMPACT FEES & SAC COLLECTIONS
001093	4/19/2016	14,291.18	WI DEPT OF REVENUE	MAR SALES TAX
001094	4/18/2016	33,000.00	LOCAL GOVERNMENT INVESTMENT POOL	APR INFEXTMENTS LGIP #5, 8 & 1
001095	4/18/2016	81,850.00	LOCAL GOVERNMENT INVESTMENT POOL	APRIL INVESTMENTS #7, 9 & 11
001096	4/28/2016	575,304.16	WISCONSIN PUBLIC POWER INC	REDUCE ONE CENT/ROUNDING ERROR
001097	4/26/2016	103.50	CITY OF NEW RICHMOND	BEN EXTRA MO FSA, HRA, ADMIN
001098	4/26/2016	456.27	CITY OF NEW RICHMOND	DISABILITY INSURANCE
001099	4/26/2016	21,643.88	CITY OF NEW RICHMOND	HEALTH INSURANCE
001100	4/26/2016	4,813.77	CITY OF NEW RICHMOND	INSURANCE
001101	4/26/2016	37.75	CITY OF NEW RICHMOND	APRIL LIFE INSURANCE
001102	4/26/2016	42,401.00	CITY OF NEW RICHMOND	TAX EQUIVALENT
001103	4/26/2016	209.00	COMMERCIAL TESTING LABORATORY	COLIFORM BACT
001104	4/26/2016	285.00	HYDRODESIGNS	CROSS CONNECT INSPECT SVC
001105	4/26/2016	2,085.48	INFOSEND, INC	MARCH BILLING & POSTAGE
001106	4/26/2016	50.00	WISCONSIN STATE LAB OF HYGIENE	FLOURIDE - FEB & MAR
001107	4/26/2016	200.00	STEVE SKINNER	REIBURSE-PURCHASE TOOL BOX
001108	4/28/2016	5,000.00	CITY OF NEW RICHMOND	JANUARY OFFICE & TOWER RENT
001109	4/28/2016	5,000.00	CITY OF NEW RICHMOND	FEBRUARY OFFICE & TOWER RENT
001110	4/28/2016	5,000.00	CITY OF NEW RICHMOND	MARCH OFFICE & TOWER RENT
001111	4/28/2016	5,000.00	CITY OF NEW RICHMOND	APRIL OFFICE & TOWER RENT
001112	4/29/2016	54,393.88	CITY OF NEW RICHMOND	PAYROLL 4/29/16
001113	4/29/2016	170,586.88	BOND TRUST SERVICES CORP	2007 W & S REV BOND
034279	4/6/2016	184.12	BALDWIN TELCOMM	MARCH PHONE BILL
034280	4/11/2016	788.40	AMERIPRIDE LINEN & UNIFORM SERVICES	MAR UNIFORM SERVICE
034281	4/11/2016	409.00	BACKYARD PARADISE LANDSCAPING, LLC	REFUND OF EMBEDDED COSTS
034282	4/11/2016	13,130.50	BAKER TILLY VIRCHOW KRAUSE LLP	FINANCE STATEMENT AUDIT, GASB
034283	4/11/2016	2,318.40	BARLEY JOHN'S BREWPUB	REFUND OF EMBEDDED COSTS
034284	4/11/2016	9,925.00	CROFT PLACE APARTMENTS	REFUND OF EMBEDDED COSTS
034285	4/11/2016	799.99	DELL MARKETING L.P.	COMPUTER
034286	4/11/2016	611.03	FLEET ONE LLC	MAR GAS BILL
034287	4/11/2016	106.41	FRESCO INC	REFLECTIVE DECALS
034288	4/11/2016	283.43	FREEDOM VALU CENTERS	MARCH GAS BILL
034289	4/11/2016	290.21	FRONTIER COMMUNICATIONS	MAR PHONE BILL
034290	4/11/2016	2,300.00	FUSION METAL PRODUCTS INC	SANDBLAST/POWDER COAT POLE BAS
034291	4/11/2016	183.66	GEIGLE ELECTRIC LLC	REPAIR MCC BUCKET FOR MIXER #2
034292	4/11/2016	450.00	GIRARD'S BUSINESS SOLUTIONS	SERVICE CONTRACT SCANNER
034293	4/11/2016	632.84	HD SUPPLY WATERWORKS, LTD	METER COUPLINGS, RUBBER WASHER

034294	4/11/2016	166.52	INDUSTRIAL SAFETY, INC.	TRAFFIX SIGN STAND
034295	4/11/2016	456.79	STUART C IRBY CO	SMALL HUB COVERS
034296	4/11/2016	448.47	KWIK TRIP	MARCH FUEL BILL
034297	4/11/2016	381.65	MACQUEEN EQUIPMENT INC	NOZZLE REPAIR
034298	4/11/2016	746.50	MID AMERICA METER, INC	O-RING, DRIVE GEAR, TEST METER
034299	4/11/2016	81.00	MY RECEPTIONIST, INC	ANS SVC APR 6 - MAY 3
034300	4/11/2016	9,753.45	PHILLIPS PLASTICS - L TIMMERS	REFUND OF EMBEDDED COSTS
034301	4/11/2016	297.00	PRAXAIR DISTRIBUTION INC	LEASE STEEL WELDER-WIREFEED
034302	4/11/2016	682.50	SCHMITT & SONS EXCAVATING, INC	REPAIR 543 N WASHINGTON AVE
034303	4/11/2016	7,815.53	SHORT ELLIOTT HENDRICKSON INC	2016 STREET DESIGNS
034304	4/11/2016	5,283.00	SIMON ELECTRIC CONST CO INC	REPAIR STREET LIGHT HWY 64&65
034305	4/11/2016	3,454.21	TRENCHERS PLUS, INC.	POWER TAN S DISP
034306	4/11/2016	445.29	VERIZON WIRELESS	FEB & MAR CELL PHONE BILL
034307	4/11/2016	208.18	ZEP SALES & SERVICE	PAPER TOWELS
034308	4/26/2016	240.57	AMANDA & PATRICK CASANOVA	CR REF ACCT# 1609400-21
034309	4/26/2016	382.35	CATHERINE QUAM	CR REF ACCT# 1465500-21
034310	4/26/2016	463.98	CRYSTAL & TOM GOEPFERT	CR REF ACCT# 1904700-21
034311	4/26/2016	284.85	DELUXE DISTRIBUTORS	55 LB HIGH HEAT
034312	4/26/2016	4,720.00	FRESCO INC	LEOTECK LED 50 W
034313	4/26/2016	5,640.00	FUSION METAL PRODUCTS INC	FABRICATE POLE ARMS, SANDBLAST
034314	4/26/2016	143.72	GENERAL MOTORS COMPANY	CR REF ACCT# 1297300-22
034315	4/26/2016	10,791.89	HD SUPPLY WATERWORKS, LTD	3/4 IPERL 1000G METERS
034316	4/26/2016	319.10	INDUSTRIAL SAFETY, INC.	192-26048-EFOHF-UWA
034317	4/26/2016	1,026.07	JAY V GRIGGS	CR REF ACCT# 1334001-20
034318	4/26/2016	51.45	LUIS SANCHEZ	CR REF ACCT# 1480400-20
034319	4/26/2016	640.40	MUNICIPAL ENVIRONMENTAL GROUP	2016 MEMBERSHIP CHARGES
034320	4/26/2016	500.00	SCHMITT & SONS EXCAVATING, INC	WATER LEAK W 2ND & KNOWLES
034321	4/26/2016	276.57	SHIANNE & CODY DOPKINS	CR REF ACCT# 111800-31
034322	4/26/2016	1,096.20	SHORT ELLIOTT HENDRICKSON INC	ST CRX CTY S TANK - TELECOM
034323	4/26/2016	109.66	STEPHENS SANITATION LTD	FEB & MAR GARBAGE SERVICE
034324	4/26/2016	0.00	STEVE SKOGLUND	VOIDED CHECK - WRONG VENDOR
034325	4/26/2016	22,967.46	WEST CENTRAL WIS BIOSOLIDS FAC	MARCH BIOSOLIDS
034326	4/26/2016	1,455.79	WESCO RECEIVABLES CORP	ABB-PIN
034327	4/26/2016	162.16	WILLIAM & YESENIA CARLSON	CR REF ACCT# 719800-22
034328	4/26/2016	841.23	XCEL ENERGY	MARCH GAS BILL
034329	4/26/2016	0.00	VOID CHECK	VOID CHECK
034330	4/27/2016	45.00	DNR	OPERATOR CERTIF-PAT HOWELL

**Total                   \$ 1,348,845.98**

**TOTAL CHECKS & WIRES**